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3623

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SECRET

22 November 1963

MEMORANDUM FOR: Chief Instructors, HT/OS

SUBJECT : Cancellation or Change in Dates of Courses

REFERENCE : OTR Regulation No. 25-1, same subject as above, dated 12 January 1960

Over the past two weeks there have been three separate instances of chief instructors changing or cancelling courses without adherence to proper procedures. This practice will cease immediately in accordance with the attached regulation. Prior to any effort to change established dates, rooms or content of courses presented by HT/OS, chief instructors will consult the undersigned. This will be done before taking any action whatsoever.

25X1A

(S)

[redacted]

Chief, Headquarters Training

Attachment: OTR Regulation [redacted] 25X1A

cc: C/OS
C/PPS
C/AIB/RS

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